



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101  
<http://cao.co.la.ca.us>

DAVID E. JANSSEN  
Chief Administrative Officer

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

March 28, 2006

To: Supervisor Michael D. Antonovich, Mayor  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe

From: David E. Janssen  
Chief Administrative Officer

**QUARTERLY OVERTIME REPORTING - REASONS FOR OVERTIME**

As discussed in the status memo sent to your Board on September 28, 2005, regarding the departments requests and reasons for their overtime, two reports are attached (Attachments I and II) for your information, which classify overtime hours and/or shifts for each department by one or more specific categories:

- Implementation of new programs, workload and/or caseload increases;
- Vacancies;
- Recruitment issues or hiring delays; and/or
- Hiring freeze.

The first report (Attachment I) identifies the number of overtime hours (for FLSA covered positions), and the second report (Attachment II) identifies number of overtime shifts relating to exempt positions (each shift is equal to eight hours of compensatory time-off.)

Responses were received from 36 departments for the third quarter period of January 1, 2006 through March 31, 2006. A total of 1,969,126 hours and a total of 11,006 shifts were requested.

Health Services was not included in the analysis for this report, and will be discussed last.

### Workload/Caseload Increases

The primary reason departments gave for requiring overtime (both shifts and hours) was for implementation of new programs, and workload and/or caseload increases. Almost fifty-five percent of the hours requested and approximately ninety-three percent of the shifts requested were required for this reason.

### Vacancies

The second reason departments required overtime hours was because of vacancies. Approximately forty percent of overtime hours (and three percent of shifts) were required for this reason.

### Recruitment, Hiring Delays and Hiring Freeze

Almost five percent of overtime hours and approximately four percent of overtime shifts were requested for recruitment issues and hiring delays. Less than one percent (both shifts and hours) were requested because of hiring freeze limitations.

### Health Services

As noted in the last quarter report, the Department (DHS) does not currently track overtime information by shifts and hours, and had not previously developed this reporting format for purposes of submitting the Quarterly Request for Overtime Authorization for approval by my office. In recent years, we have exempted DHS from this requirement, consistent with the Board's directions to provide them with administrative flexibility, although we have continued to monitor DHS overtime expenditures on a monthly basis. While DHS is now developing a method of capturing overtime information in the required format, they may not be able to complete this process until the fourth quarter report. Although DHS cannot currently provide detail regarding the hours and shifts specifically associated with the overtime categories identified above, information regarding overtime use by DHS facilities is available and shows that the vast majority of the authorized overtime relates to the inability to fill critical, patient care related positions, such as nursing positions.

The departments' requests for overtime represent the maximum possible overtime hours that may be required; and it is possible that all hours requested may not be used during the quarter. CAO staff will continue to monitor all future requests for overtime on a monthly basis, and the specific circumstances behind the requests. Additionally, departments may find the modified format for overtime authorization useful as another tool to ensure that all overtime is necessary and appropriate.

Each Supervisor  
March 28, 2006  
Page 3

Please call me if you have any questions, or your staff may contact Sid Kikkawa at (213) 974-1133.

DEJ:DL  
SK:AB:ljp

Attachments

c: All Department Heads

quarterly overtime.bm

## Attachment I

# COUNTY OF LOS ANGELES QUARTERLY REQUEST FOR OVERTIME RECAP OVERTIME HOURS REQUESTED BY DEPARTMENT

January 1, 2006 - March 31, 2006

Department	Total Overtime Hours Requested for Positions Coded c or n	Percent to Total
Affirmative Action Compliance	0	0.00%
Agricultural Commissioner/Weights & Measures	4,864	0.25%
Alternate Public Defender	672	0.03%
Animal Care & Control	480	0.02%
Assessor	25,042	1.27%
Auditor Controller	1,486	0.08%
Beaches and Harbors	2,238	0.11%
Board of Supervisors	919	0.05%
Chief Administrative Office	1,846	0.09%
Chief Information Office	0	0.00%
Children & Family Services	73,238	3.72%
Child Support Services	0	0.00%
Community & Senior Services	1,766	0.09%
Consumer Affairs	200	0.01%
Coroner	3,303	0.17%
County Counsel	479	0.02%
District Attorney	8,964	0.46%
Fire	554,168	28.14%
Human Resources	912	0.05%
Internal Services Department	29,644	1.51%
Health Services		0.00%
Mental Health	38,512	1.96%
Military & Veterans Affairs	348	0.02%
Museum of Art	624	0.03%
Museum of Natural History	166	0.01%
Office of Public Safety	70,730	3.59%
Ombudsman	0	0.00%
Parks & Recreation	13,114	0.67%
Probation	94,258	4.79%
Public Defender	800	0.04%
Public Social Services	25,213	1.28%
Public Works	55,382	2.81%
Public Library	14,522	0.74%
Registrar-Recorder	53,683	2.73%
Regional Planning	2,076	0.11%
Sheriff	888,240	45.11%
Treasurer & Tax Collector	1,237	0.06%
<b>TOTAL HOURS</b>	<b>1,969,126</b>	<b>100.00%</b>

Reason for Overtime					
# of Overtime Hours Requested due to Implementation of New Programs, Workload and/or Caseload Increases	# of Overtime Hours Requested due to Vacancies	# of Overtime Hours Requested due to Recruitment Issues or Hiring Delays	# of Overtime Hours Requested due to Hiring Freeze	Total Hours Reported in the New Format	
4,136	354	374		4,864	
672				672	
480				480	
25,042				25,042	
1,418	68			1,486	
2,166	72			2,238	
895	24			919	
1,640	176	30		1,846	
No Overtime Hours Requested.					
56,146	13,082	3,980	30	73,238	
No Overtime Hours Requested					
1,176	230	360		1,766	
160	20	20		200	
3,303				3,303	
479				479	
8,964				8,964	
554,168				554,168	
912				912	
25,758	3,886			29,644	
				0	
29,374	4,114	5,024		38,512	
291	57			348	
624				624	
166				166	
11,970	29,490	29,270		70,730	
No Overtime Hours Requested					
9,505	1,669	1,940		13,114	
76,540	17,536	182		94,258	
800				800	
25,213				25,213	
54,355	825	202		55,382	
13,677	724	121		14,522	
38,754	3,775	11,154		53,683	
1,278	399	399		2,076	
124,620	722,570	40,755		888,240	
1,044	193			1,237	
1,075,726	799,264	93,811	325	1,969,126	

Department Percent to Total Hours

54.63%

40.59%

4.76%

0.02%

100.00%

# Attachment II

## COUNTY OF LOS ANGELES

### QUARTERLY REQUEST FOR OVERTIME RECAP

#### OVERTIME SHIFTS REQUESTED BY DEPARTMENT

January 1, 2006 - March 31, 2006

Department	Total Overtime Shifts Requested for Positions Coded x	Percent to Total
Affirmative Action Compliance	0	0.00%
Agricultural Commissioner/Weights & Measures	27	0.25%
Alternate Public Defender	7	0.06%
Animal Care & Control	18	0.16%
Assessor	50	0.45%
Auditor Controller	106	0.96%
Beaches and Harbors	0	0.00%
Board of Supervisors	126	1.14%
Chief Administrative Office	1,056	9.59%
Chief Information Office	0	0.00%
Children & Family Services	339	3.08%
Child Support Services	77	0.70%
Community & Senior Services	74	0.67%
Consumer Affairs	8	0.07%
Coroner	0	0.00%
County Counsel	46	0.42%
District Attorney	104	0.94%
Fire	278	2.53%
Human Resources	250	2.27%
Internal Services Department	487	4.42%
Health Services		0.00%
Mental Health	893	8.11%
Military & Veterans Affairs	0	0.00%
Museum of Art	0	0.00%
Museum of Natural History	0	0.00%
Office of Public Safety	120	1.09%
Ombudsman	0	0.00%
Parks & Recreation	136	1.24%
Probation Department	82	0.75%
Public Defender	25	0.23%
Public Social Services	437	3.97%
Public Works	213	1.94%
Public Library	88	0.80%
Regional Planning	9	0.08%
Registrar-Recorder	260	2.36%
Sheriff	5,690	51.70%
Treasurer & Tax Collector	0	0.00%
<b>TOTAL SHIFTS</b>	<b>11,006</b>	<b>100.00%</b>

Reason for Overtime					
# of Overtime Shifts Requested due to Implementation of New Programs, Workload and/or Caseload Increases	# of Overtime Shifts Requested due to Vacancies	# of Overtime Shifts Requested due to Recruitment Issues or Hiring Delays	# of Overtime Shifts Requested due to Hiring Freeze	Total Shifts Reported in the New Format	
No Overtime Shifts Requested					
27				27	
7				7	
	18			18	
50				50	
100	6			106	
No Overtime Shifts Requested					
126				126	
929	27	100		1,056	
No Overtime Shifts Requested					
336	3			339	
77				77	
54	10	10		74	
8				8	
No Overtime Shifts Requested					
46				46	
104				104	
278				278	
250				250	
367	120			487	
				0	
887	6			893	
No Overtime Shifts Requested					
No Overtime Shifts Requested					
No Overtime Shifts Requested					
110	5	5		120	
No Overtime Shifts Requested					
77	7	52		136	
82				82	
25				25	
437				437	
207	5	1		213	
88				88	
9				9	
260				260	
5,318	144	216	12	5,690	
No Overtime Shifts Requested					
10,259	351	384	12	11,006	

Department Percent to Total Shifts

93.21%

3.19%

3.49%

0.11%

100.00%